

Annapolis Police Department



GENERAL ORDER

Number: A.3

**Issue Date: August
2018**

TO: All Personnel

SUBJECT: Commanders Weekend Coverage

PURPOSE

The purpose of this General Order is to establish guidelines for the Commanders Weekend coverage detail.

POLICY

It shall be the policy of the Annapolis Police Department to have a lieutenant or above to work evenings. Commanders are the ranking officer of the Department and as such represent the Chief of Police.

I. Duties and Responsibilities

- A. Division Commanders, Section Commanders from the rank of Lieutenant and above shall be scheduled/detailed to work each evening. The duty hours are normally from 1600 until 0000 Sunday through Wednesday and 1900 hours until 0300 hours Thursday through Saturday; however the times may vary depending upon events, special situations, etc.
- B. When a midnight Watch Commander is scheduled there is no need to schedule a Commander for weekend coverage.
- C. If there is no Watch Commander working, a Commander shall be scheduled to work.
- D. In addition to ensuring that a Commander is working weekend evenings hours, the deployment is also designed to ensure that the following occurs:
 - 1. To direct and redirect deployment as necessary.
 - 2. A supervisor is available to immediately respond to any situation, make immediate and timely decisions.
 - 3. To ensure adequate response time and the proper handling of all calls for service.

4. To determine if additional resources are needed and to effectively deal with the evening=s events.
- E. Commanders shall report all extraordinary incidents and major problems of consequence immediately to the Chief of Police as outlined in General Order A.6 section II.
- F. During their tour of duty, the Commander shall be looking for potential problems throughout the City with specific concentration in the low income housing communities and redeploy personnel as required.
- G. Commanders are encouraged to meet with officers on their post during deployment.
- H. Commanders shall electronically mail a summary of staffing and notable incidents during their tour to all supervisors and others as directed.

II. Scheduling

- A. The Commander of Patrol will develop and maintain the schedule.
- B. In the event a member is prevented by illness from fulfilling this responsibility, the Chief of Police or designee must be notified.
- C. Should unforeseen personal problem other than illness or professional schedule conflict develop, the designated command member shall make arrangements with a colleague to trade watches. This mutual endeavor must be approved in advance by the Chief of Police or his/her designee.

S. Baker

Scott Baker
Chief of Police

References
<ol style="list-style-type: none">1. Accreditation Standards: None2. Command Protocol A.6

Revision: This General Order replaces General Order A. 3 Commanders Weekend Coverage Dated December 2015.